

The County of Los Angeles Invites Resumes for

DEPUTY CHIEF Leadership and Professional Standards Bureau (Payroll Title: Deputy Fire Chief)



Filing Period
January 28, 2013 – February 1, 2013

**Restricted to Sworn and Non-Sworn Permanent
Employees of the County of Los Angeles**



THE DEPARTMENT

The Fire Department has a rich and unique history of innovation and accomplishments, and serves as a leader and model to fire departments around the world. The dedicated men and women of the Fire Department place their lives on the line each and every day to maintain the public's safety, rescue them from harm, and provide a calming voice when disaster strikes. The Department is organized into seven bureaus, comprised of three regional emergency operational bureaus, and the following four business operations bureaus: Administrative Services, Leadership and Professional Standards, Prevention Services and Special Services. The current departmental budget is over \$900 million and includes funding for 4,572 positions.

THE POSITION

The Deputy Fire Chief, Leadership and Professional Standards Bureau (Bureau) is an unclassified position, reporting directly to the Fire Chief. Incumbents exercise independent judgment, participate in strategic planning, and possess extensive managerial knowledge and interpersonal skills. The Deputy Chief of the Bureau will be a key member of the Executive Management Team, with responsibility for overseeing the following divisions and areas: Employee Relations; Risk Management (including Return to Work Section); Organizational Development; and the Professional Performance Section and Recruitment Unit.

Examples of Duties

- Advises and assists the Fire Chief in formulating departmental regulations and policies, and manages a variety of activities to support the Fire Chief in planning, organizing and directing operation of the Fire Department.
- Manages administrative and staff services related to employee relations, administrative investigations, organizational development, risk management, recruitment and return to work programs, as well as entry-level recruit training.
- Manages the budget, plans, assigns, and evaluates the work of the Bureau, including coordinating work with other County departments, and establishes effective working relationships with other governmental agencies and the public.
- Formulates and implements plans and procedures for the maintenance and improvement of efficiency within the Bureau, including the assignment of personnel and divisional functions.
- Strategically formulates, implements and enforces administrative policies, and participates in the development and implementation of departmental goals and objectives.
- Directs, supervises, evaluates, plans and prioritizes the work of professional and technical personnel in both staff and line capacities.
- Directs and manages training, planning, research, special projects and reports, legislative review and personnel administration related to the Department.
- Ensures departmental hiring and promotional practices are consistent with the County's equal opportunity employment policy.
- Directs and manages fire suppression and other emergency activities.
- Organizes and directs resources to control a major emergency incident.

The successful candidate may also be responsible for the following:

- Directing and managing fire prevention activities including inspection services and a public education program.
- Planning, directing and reviewing fire and life safety code compliance, emergency medical activities, and hazardous materials emergencies.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree -AND- three years of experience as a Battalion Chief or Administrative Services Manager III or higher. An additional year of the required experience may be substituted for the required education on a year for year basis to a maximum substitution of four years of paid experience.

LICENSE: A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

THE IDEAL CANDIDATE

The ideal candidate will have a proven track record of organizational success in identifying and implementing business management and process improvement systems. This individual must also be a critical and analytical thinker, someone with the ability to motivate and obtain successful outcomes from diverse groups of personnel. He or she will demonstrate integrity that aligns with County values, and practice sound and effective decision-making. The ideal candidate will be able to identify administrative needs and utilize creative solutions to resolve and manage those needs. The ability to facilitate discussion and collaboration between groups of internal and external stakeholders is also essential.

DESIRABLE QUALIFICATIONS

- Extensive experience directing one or more administrative support functions for a large public sector organization or large public safety agency.
- Demonstrated experience critically analyzing matters related to labor law, workers compensation, administrative personnel actions and employment litigation.
- Demonstrated experience with budget preparation, personnel management, and knowledge of administrative principles and practices.
- Demonstrated experience implementing and utilizing continuous improvement methods and best practices to promote a cooperative environment.
- A demonstrated track record cultivating and sustaining critical relationships with a variety of key stakeholders, including elected and public officials, the media, advocacy groups, and representatives from other entities.
- Demonstrated experience with Performance Management programs to ensure employee effectiveness and accountability.
- Demonstrated experience in the application of federal, state, and local laws, codes, and regulations related to the fire service or a public-safety organization.
- Demonstrated experience in fire suppression and other emergency activities.
- Demonstrated experience in fire prevention activities including inspection services and a public education program.
- Demonstrated experience in administrative and staff services including training, planning, research, special projects and reports, legislative review and personnel administration.

COMPENSATION AND BENEFITS

ANNUAL SALARY: \$132,916 - \$232,488 (R16/R18) This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Salary placement will be commensurate with candidate's qualifications, salary history, and professional career accomplishments.

Selection Process - Each candidate's qualifications will be evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for this position. Only the most highly qualified candidates will be invited to participate in the selection interview process. Prior to appointment, a background investigation will be completed on the candidate selected for this position.

To Be Considered - Highly qualified candidates are invited to submit a cover letter, comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position, verification of degrees, and current salary information. Submission should include **ALL** of the following:

- Candidate's ability to meet the requirements as stated in the Education and Experience and Desirable Qualifications sections of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.

Please submit resume packages to the following e-mail address by February 1, 2013:

ExecutiveRecruitment@hr.lacounty.gov

Electronic submittals are preferred. Please indicate the position title of Deputy Fire Chief in the subject line of your e-mail.

Confidential inquiries welcomed to:

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This announcement may be downloaded from the County of Los Angeles website at: <http://hr.lacounty.gov>

The County of Los Angeles is an Active Equal Opportunity Employer